

(37) "Habitable room" means any room used for sleeping, living or dining purposes, excluding such enclosed places as kitchens, closets, pantries, bath or toilet rooms, hallways, laundries, storage spaces, utility rooms, and similar spaces.

Unfinished Rooms

Question: *What constitutes a habitable room in terms of completion? Oftentimes a plan shows a "future" room, but at the time of final inspection, such a room appears to be used as a recreation room without being completed. When should all habitable room features, such as ceiling height, natural light, ventilation, electrical outlets, wall and ceiling finishes, be required?*

Answer: *If a room is intended to be habitable at the time of occupancy, then the required "habitable room features" must be present. However, inspectors usually finish their job prior to occupancy, and give conditional occupancy. It is usually fruitless to insist on total completion of such spaces. These unfinished rooms may be allowed as long as they are not inhabited when the owner wishes to occupy the dwelling. They should call for a follow-up inspection to release any occupancy conditions. However, in no case should partially completed rooms pose an increased health or safety hazard such as in the case of exposed wiring. See the discussion regarding final inspections under s. 20.10(1)(b)3. of this commentary.*

(38) "Hearth" means the floor area within the fire chamber of a fireplace.

(38m) "Hearth extension" means the surfacing applied to the floor area extending in front of and at the sides of the fireplace opening.

(40) "Heating load" is the estimated heat loss of each room or space to be heated, based on maintaining a selected indoor air temperature during periods of design outdoor weather conditions. The total heat load includes: the transmission losses of heat transmitted through the wall, floor, ceiling, glass or other surfaces; and either the infiltration losses or heat required to warm outdoor air used for ventilation.

Note: Infiltration losses include heat required to warm outside air which leaks through cracks and crevices, around doors and windows or through open doors and windows.

(40m) "Hollow unit" means a masonry unit which has a net cross-sectional area parallel to the bearing face which is less than 75% of the gross cross-sectional area.

(40t) "Incinerating toilet" means a self-contained device for the treatment of nonliquid carried wastes that deposits the wastes directly into a combustion chamber, reduces the solid portion to ash and evaporates the liquid portion.

(41) "Independent inspection agency" means any person, firm, association, partnership or corporation certified by the department to perform certified inspections under this code.

(42) "Initial construction" means the date of issuance of the Wisconsin uniform building permit.

(43) "Insignia." See "Wisconsin insignia."

(44) "Installation" means the assembly of a manufactured building on site and the process of affixing a manufactured building to land, a foundation, footing or an existing building.

(46) "Kitchen" means an area used, or designed to be used, for the preparation of food.

(47) "Landing" means the level portion of a stairs located between flights of stairs or located at the top and foot of a stairs.

(48) "Listed and listing" means equipment or building components which are tested by an independent testing agency and accepted by the department.

(49) "Live load" means the weight superimposed on the floors, roof and structural and nonstructural components of the dwelling through use and by snow, ice or rain.

(50) "Loft" means an upper room or floor which has at least 50% of the common wall open to the floor below. The opening may be infringed upon by an open guardrail constructed in compliance with s. Comm 21.04 (2), but not by a window or half-wall guardrail. All habitable rooms of lofts are open to the floor below.

Loft

It is important that a loft be open to the floor below so that there is good sound communication, clear sight lines and adequate air (and odor) movement between levels as well as the possibility of jumping down between levels. These factors are important so that occupants are quickly alerted to any problems elsewhere in the dwelling. This early alert offsets the relaxed exiting requirement in s. Comm 21.03(4). This section requires only one stairway or ladder and no egress windows, no matter what level above grade that the loft is. Note that the definition requires all habitable rooms to be open to the floor below. See diagrams.

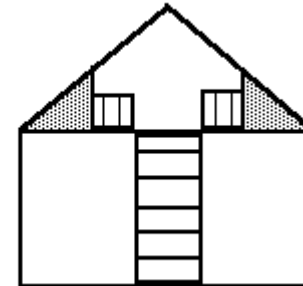
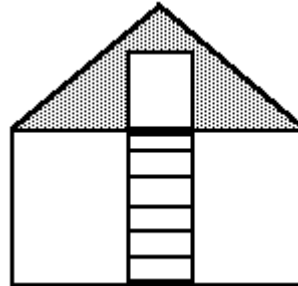
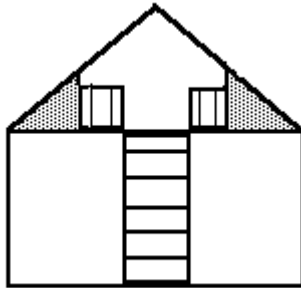
DESIGNS

“A”

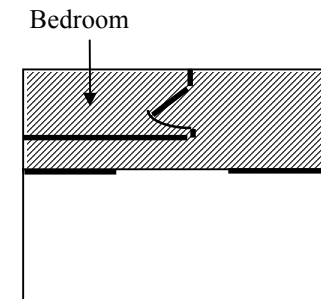
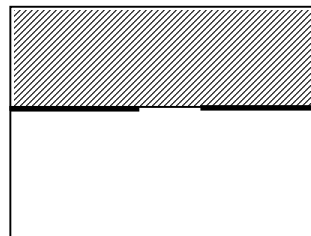
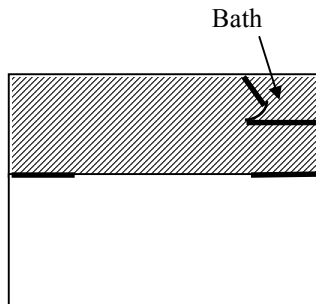
“B”

“C”

SECTION



PLAN

OK

Area of opening is at least 50% of common wall. (Open guardrail OK.) Bath is not habitable room so can be closed off.

NO

Common wall is not at least 50% open.

NO

Rear bedroom (habitable room) is not open to floor below.



LOFT AREA



CONTINUOUS PARTITION

s. Comm 20.07 (50) LOFT - ACCEPTABLE DESIGNS PER DEFINITION

(51) "Manufacture" means the process of making, fabricating, constructing, forming or assembling a product from raw, unfinished, semifinished or finished materials.

(52) (a) "Manufactured dwelling" means any structure or component thereof which is intended for use as a dwelling and:

1. Is of closed construction and fabricated or assembled on site or off site in manufacturing facilities for installation, connection or assembly and installation at the building site; or

2. Is a building of open construction which is made or assembled in manufacturing facilities away from the building site for installation, connection, or assembly and installation on the building site and for which certification is sought by the manufacturer.

(b) The term manufactured dwelling does not include a building of open construction which is not subject to par. (a) 2. A single or double width manufactured (mobile) home is not considered a manufactured dwelling and is not subject to this code.

(53) "Mechanical draft venting system" means a venting system for a gas burning appliance that is designed to remove flue or vent gases by mechanical means, such as a fan, which may consist of an induced draft portion under non-positive static pressure or a forced draft portion under positive static pressure.

(53m) "Multiple station smoke alarm" means an assembly that incorporates the smoke detector, the control equipment and the alarm-sounding device in one unit that is capable of being interconnected with one or more additional alarms so that the actuation of one alarm causes the operation of all interconnected alarms.

(54) A "multi-wythe wall" is a masonry wall composed of 2 or more wythes of masonry units tied or bonded together.

(55) "Municipality" means any city, village, town or county in this state.

(55m) "Naturally vented appliance" means an appliance with a venting system designed to remove flue or vent gases under non-positive static vent pressure entirely by natural draft.

(56) "Open construction" means any building, building component, assembly or system manufactured in such a manner that it can be readily inspected at the building site without disassembly, damage or destruction.

(57) "Owner" means any person having a legal or equitable interest in the dwelling.

(58) "Perm" means a unit of permeance which is measured in grains per (hour) (square foot) (inch of mercury vapor pressure difference).

Note: The lower the perm rating of a material is, the more difficult it is for water vapor to pass through it.

(59) "Pilaster" is a projection of masonry or a filled cell area of masonry for the purpose of bearing concentrated loads or to stiffen the wall against lateral forces.

(59m) "Porch" means an unenclosed exterior structure at or near grade attached or adjacent to the exterior wall of any building, and having a roof and floor.

(59t) "Privy" means an enclosed nonportable toilet into which nonwater-carried human wastes are deposited to a subsurface storage chamber.

(61) "Repair" means the act or process of restoring to original soundness, including redecorating, refinishing, nonstructural repairs, or maintenance, or the replacement of existing fixtures, systems or equipment with the equivalent fixture, system or equipment.

Repairs

The determination of what constitutes a repair is often best made by the local building inspector. Many municipalities have guidelines to distinguish between repair and alteration. Some consider square footage, cost of construction, or whether it affects exiting or structural features. The following discussion should be considered supplemental to local guidelines.

A repair normally involves work to maintain an existing system or feature of the building without changing it from its original condition at the time of original construction. An alteration normally involves a change or modification of an existing system or feature to the extent that is now subject to different code regulations.

Examples:

- 1. The rebuilding of a rotted out sliding patio door to a swinging type door when that opening is required as an exit will be an alteration and not repair or maintenance. The door width, exit operation (swing) and header size may be altered and deserves code review under the current code.*
- 2. The replacement of a toggle type light switch to a dimmer type light switch would be considered repair or maintenance. No change in function.*
- 3. Replacement of siding could be considered an alteration if its intent was to affect compliance with the energy conservation rules. However, new siding placed over the top of old siding would be considered maintenance or repair not coming within the scope of the code.*

(62) "Shingle" means a unit of roof covering material that has been manufactured to specific dimensions and is applied in overlapping fashion. "Shingle" includes all of the following:

(a) "Fiberglass asphalt shingle" means a type of shingle with an internal mat composed of nonwoven, resin-bonded glass fibers, that is impregnated and coated with asphalt.

(b) "Laminated shingle" means a shingle with a second layer of asphalt and mat laminated to the first layer, usually in a design pattern to simulate the dimensional appearance of natural slate or wood shakes.

(c) "Organic asphalt shingle" means a shingle with an internal mat composed of organic fibers, such as cellulose, that is saturated and coated with asphalt.

(d) "Strip shingle" means a rectangular shingle that relies either on a sealant or on a combination of weight and stiffness to resist wind uplift, rather than using interlocking tabs.

(63) A "single-wythe wall" is a masonry wall consisting of one unit of thickness.

(63m) "Site" means all contiguous property under single ownership where land-disturbing activity has been proposed for the purpose of constructing a dwelling.

(64) A "smoke chamber" is that part of a fireplace which acts as a funnel to compress the smoke and gases from the fire so that they will enter the chimney above.

(65) A "smoke pipe" is a connector between the solid or liquid fuel-burning appliance and the chimney.

(65m) "Solid unit" means a masonry unit which has a net cross-sectional area parallel to the bearing face which is 75% or more of the gross cross-sectional area.

(65r) "Stabilized" means action taken at a site to minimize erosion by mulching and seeding, sodding, landscaping, placing concrete or gravel, or other techniques to prevent soil loss.

(66) A "stairway" is one or more flights of steps, and the necessary platforms or landings connecting them, to form a continuous passage from one elevation to another.

(67) "Step(s)" is a unit(s) consisting of one riser and one tread, alone or in series.

(68) A "story" is that portion of a building located above the basement, between the floor and the ceiling.

(69) A "stove" is a nonportable solid-fuel-burning, vented, nonducted heat-producing appliance located in the space that it is intended to heat. This definition does not include cooking appliances.

(70) "Stovepipe." Same as smoke pipe.

(71) "Strain" means a change in the physical shape of a material caused by stress.

(72) "Stress" means internal resistance to an external force expressed in load per unit area; stresses acting perpendicular (compression or tension) to the surface, shear stresses acting in the plane of the surface, or bending stresses which cause curving.

(73) "Structural analysis" is a branch of the physical sciences which uses the principles of mechanics in analyzing the impact of loads and forces and their effect on the physical properties of materials in the form of internal stress and strain.

(75) The "throat" of a fireplace is the slot-like opening above the firebox through which flames, smoke and other products of combustion pass into the smoke chamber.

(76) "Vent" means a vertical flue or passageway to vent fuel-burning appliances.

(77) A "vent connector" is a connector between a fuel-burning appliance and the chimney or vent.

(77m) "Waters of the state" includes those portions of Lake Michigan and Lake Superior within the boundaries of Wisconsin, and all lakes, bays, rivers, streams, springs, ponds, wells, impounded reservoirs, marshes, watercourses, drainage systems and other surface waters or groundwaters, natural or artificial, public or private, within the state or its jurisdiction.

(78) "Window" means a glazed opening in an exterior wall, including glazed portions of doors, within a conditioned space.

(78m) "Wisconsin Administrative Permit" means a permit issued by a municipality that does not conduct inspections or plan reviews under this code.

(79) "Wisconsin insignia" means a device or seal approved by the department to certify compliance with this code.

Subchapter IV — Approval and Inspection of One- and 2-Family Dwellings

Comm 20.08 Wisconsin uniform building permit.

A Wisconsin uniform building permit shall be obtained from the department or the municipality administering and enforcing this code before any on-site construction, including excavation for a structure, within the scope of this code is commenced, except where a permit to start construction has been issued in accordance with s. Comm 20.09 (5) (b) 2. A Wisconsin uniform building permit shall not be required for repairs.

Note: Section Comm 20.09 (5) (b) 2. permits the issuance of a footing and foundation permit prior to the issuance of the Wisconsin uniform building permit.

Overview

An overview of the approval and enforcement process:

- 1. Owner or agent submits a Uniform Building Permit Application and complete building plans to the municipality or third party agency administering and enforcing the code.*
- 2. The administration and enforcement agency approves or disapproves the plans based upon a review of the submittal documents.*
- 3. If the plans are approved then the applicant is issued a Uniform Building Permit. If this is the original construction of the dwelling, the building permit shall have a Building Permit Seal attached or number designated.*
- 4. The Wisconsin Uniform Building Permit shall be posted at the construction site. Inspections shall be recorded by the inspector when they are performed.*
- 5. The administering and enforcing agency shall inspect the building in various required stages of completion. A record of these inspections shall be kept by the enforcing agency.*
- 6. When the final inspection report is issued without any health or safety violations, the home may be occupied.*

Forms and seals needed for administering and enforcing the code can be obtained by municipalities from the state UDC Program by using the standard Department of Commerce Material Order (Form SBD-8262).

Records generated by the plan review and inspection functions are subject to the open-records law. Plans need to be retained for four years and applications, orders and correspondence should be retained for seven years by the municipality. It is also advisable that inspectors maintain logs of permits issued and inspections made.

Financial records may need to be retained longer for auditing purposes. However, records should only be disposed of per a local records disposal ordinance and after clearance by the State Historical Society. Contact your municipal clerk for further guidance.

Wisconsin Uniform Building Permit

A Wisconsin Uniform Building Permit Card (Form SBD-5824) must be issued prior to any construction of one- and two-family dwellings that are not exempted by s. Comm 20.05. Note that repairs as defined in s. Comm 20.07(61), do not require a permit, although continued compliance with the Code at time of original construction is required. Per s. Comm 20.04(1), additions and alterations do require a permit and are subject to current code. See s. Comm 20.07(61) of the code and this commentary for the definition and discussion of "repairs."

Failure to obtain a permit prior to construction may result in fines and increased permit fees as required by local ordinance. Also, any concealed work may need to be uncovered to allow inspection.

Municipalities may issue one building permit to cover all categories of construction or the municipalities have the option of issuing building permits to individually cover each category of construction (construction, heating/ventilating/air conditioning, electrical and plumbing). A separate building permit should not be issued for energy since the energy conservation measures are integral with the four major construction categories. Builders also have the option of applying for separate permits.

Regardless whether separate heating, plumbing or electrical permits are used, only one permit seal per dwelling should ever be issued and it should accompany the initial "construction" building permit.

The Wisconsin Uniform Building Permit Application may be used locally for all project types. However, UDC seals would only be issued on new one- and two-family projects. Also, a municipality may request additional information on their form.

A UDC permit must now be obtained before excavating for a dwelling. In those municipalities and counties in which a separate UDC erosion control permit is issued, this permit may be issued before or after the balance of the UDC permit is issued. The intent is to ensure that proper erosion control measures will be planned for.

Comm 20.09 Procedures for obtaining uniform building permit.

(1) APPLICATION FOR A WISCONSIN UNIFORM BUILDING PERMIT. Application for a Wisconsin uniform building permit shall be on the forms obtained from the department or the municipality administering and enforcing this code. No application shall be accepted that does not contain all the information requested on the form.

Note 1: See appendix for a copy of the Wisconsin uniform building permit and application.

Note 2: Any municipality exercising jurisdiction may require reasonable supplementary information not contained on the Wisconsin building permit application.

INSTRUCTIONS FOR COMPLETING THE WISCONSIN UNIFORM BUILDING PERMIT APPLICATION (FORM SBD-5823 (R. 07/95))

The owner, builder or agent shall complete and provide all required information on the application form through the applicant signature block. This data is used for statewide

statistical gathering on new one- and two-family dwellings, as well as for local code administration.

PERMIT REQUESTED

- *Check off type of permit requested, such as structural, HVAC, electrical or plumbing.*
- *Fill in owner's name, address and telephone number.*
- *Fill in contractor's name, address and telephone number.*

PROJECT LOCATION

- *Fill in building address (number and street or sufficient information so that the building inspector can locate the construction site).*
- *Fill in legal description of lot, subdivision name, lot number and block number.*
- *Fill in zoning district, lot area and required building setbacks.*

PROJECT DATA

- *Fill in all numbered project data blocks (1-14) with the required information per the following:*
- 2. *Area*
Basements - include unfinished area only.
Living Area - include any finished area including finished areas in basements.
For two-family dwellings, include combined total areas.
- 3. *Check type of occupancy - "Single-Family" or "Two-Family" if that is what is being worked on. In other words, do not check either of these two blocks if only a new detached garage is being built, even if it serves a one- or two-family dwelling. Instead, check "Other" and indicate "garage" and number of stalls. If project is a community based residential facility serving 3 to 8 residents, it is considered a single-family dwelling.*
- 9. *HVAC Equipment - check only the major source of heat, plus central air conditioning if present. Only check "Radiant Baseboard or Panel" if there is no central source of heat.*
- 14. *Estimated Cost - Include the total cost of construction, but not land or landscaping costs.*

SIGNATURE

- *Sign and date application form.*

CONDITIONS OF APPROVAL

- *The authority having jurisdiction is to use this section to state any conditions that must be complied with pursuant to the issuing of a building permit.*

ISSUING JURISDICTION

This must be completed by the AUTHORITY HAVING JURISDICTION.

Check off MUNICIPALITY STATUS, such as town, village or city.

Fill in MUNICIPALITY NAME and MUNICIPALITY NUMBER OF INSPECTION AUTHORITY.

Fill in MUNICIPALITY NUMBER OF DWELLING LOCATION IF DIFFERENT from municipality where inspection authority is located (applies to V.I.P. inspections, county enforcement, state contracted inspections or multi-county municipalities).

Check off type of permit issued, such as construction, HVAC, electrical or plumbing.

Fill in WISCONSIN UNIFORM PERMIT SEAL number, if project is a new one- or two-family dwelling.

Fill in name and certification number of person reviewing building plans and date that building permit was issued.

(2) FILING OF PERMITS. (a) Wisconsin uniform building permit application. The Wisconsin uniform building permit application shall be filed with the municipality administering and enforcing this code or its authorized representative. The municipality shall forward a copy of all applications to the department within 30 business days after permit issuance. Pursuant to s. 101.65 (1m), Stats., a municipality may not issue a building permit for construction work covered under chs. Comm 21 and 22 to a dwelling contractor unless the contractor has a dwelling contractor financial responsibility certification issued by the department.

Note: See s. Comm 20.07 (26) for the definition of “dwelling contractor.”

(b) Wisconsin administrative permit. The Wisconsin administrative permit shall be filed with the municipality and the department when the dwelling is located in a municipality that does not enforce the code.

Administrative Permit

Because of the UDC law change in December 2003, the administrative permit section of the code will be deleted since there will be UDC enforcement statewide.

Filing of the Wisconsin Uniform Building Permit Application

Where a municipality or county does not enforce the code, an applicant must file the application with the inspector contracted by Department of Commerce for enforcement services.

A copy of the Uniform Building Permit Applications issued by the municipality must be submitted monthly to the department for each building constructed under the Uniform Dwelling Code. (Do not submit a copy of the application for a building exempt from compliance with the Uniform Dwelling Code.) Data from these permit applications is tabulated by the department and published in the monthly Wisconsin Building Codes Report, which may be subscribed to with the publications order form at the front of this commentary or on line at our web-site.

The department strongly encourages municipalities to adopt a one-stop permit program for UDC requirements, as well as non-UDC requirements, so as to minimize the regulatory burden on permit applicants. This is not always possible due to staffing arrangements or delegation of erosion control authority to the county.

Wisconsin Division of Safety and Buildings Wisconsin Stats. 101.63, 101.73		WISCONSIN UNIFORM BUILDING PERMIT APPLICATION				Application No.				
		Instructions on back of second ply. The information you provide may be used by other government agency programs (Privacy Law, s. 15.04 (1)(m))				Parcel No.				
PERMIT REQUESTED						<input type="checkbox"/> Constr. <input type="checkbox"/> HVAC <input type="checkbox"/> Electric <input type="checkbox"/> Plumbing <input type="checkbox"/> Erosion Control Other:				
Owner's Name			Mailing Address				Tel.			
Contractor's Name: <input type="checkbox"/> Con <input type="checkbox"/> Elec <input type="checkbox"/> HVAC <input type="checkbox"/> Plbg			Lic/Cert#		Mailing Address		Tel.			
							FAX			
Contractor's Name: <input type="checkbox"/> Con <input type="checkbox"/> Elec <input type="checkbox"/> HVAC <input type="checkbox"/> Plbg			Lic/Cert#		Mailing Address		Tel.			
							FAX			
Contractor's Name: <input type="checkbox"/> Con <input type="checkbox"/> Elec <input type="checkbox"/> HVAC <input type="checkbox"/> Plbg			Lic/Cert#		Mailing Address		Tel.			
							FAX			
Contractor's Name: <input type="checkbox"/> Con <input type="checkbox"/> Elec <input type="checkbox"/> HVAC <input type="checkbox"/> Plbg			Lic/Cert#		Mailing Address		Tel.			
							FAX			
PROJECT LOCATION		Lot area _____ Sq. ft.		_____ 1/4, _____ 1/4, of Section _____, T _____ N, R _____ E (or) _____ W						
Building Address			Subdivision Name			Lot No.		Block No.		
Zoning District(s)		Zoning Permit No.		Setbacks:		Front _____ ft.		Rear _____ ft.	Left _____ ft.	Right _____ ft.
1. PROJECT		3. OCCUPANCY		6. ELECTRICAL		9. HVAC EQUIPMENT		12. ENERGY SOURCE		
<input type="checkbox"/> New <input type="checkbox"/> Repair <input type="checkbox"/> Alteration <input type="checkbox"/> Raze <input type="checkbox"/> Addition <input type="checkbox"/> Move <input type="checkbox"/> Other:		<input type="checkbox"/> Single Family <input type="checkbox"/> Two Family <input type="checkbox"/> Garage <input type="checkbox"/> Other:		Entrance Panel Amps: _____ <input type="checkbox"/> Underground <input type="checkbox"/> Overhead		<input type="checkbox"/> Forced Air Furnace <input type="checkbox"/> Radiant Basebd/ Panel <input type="checkbox"/> Heat Pump <input type="checkbox"/> Boiler <input type="checkbox"/> Central Air Cond. <input type="checkbox"/> Other:		Fuel _____ Nat Gas _____ LP _____ Oil _____ Elec _____ Solid _____ Solar _____		
2. AREA INVOLVED		4. CONST. TYPE		7. FOUNDATION		10. SEWER		13. HEAT LOSS		
Unfin. Bsmt _____ Sq Ft		<input type="checkbox"/> Site-Built <input type="checkbox"/> Mfd: <input type="checkbox"/> WI UDC <input type="checkbox"/> U.S. HUD		<input type="checkbox"/> Concrete <input type="checkbox"/> Masonry <input type="checkbox"/> Treated Wood <input type="checkbox"/> Other:		<input type="checkbox"/> Municipal <input type="checkbox"/> Septic Permit No.:		_____ BTU/HR Total Calculated Envelope and Infiltration Losses ("Maximum Allowable Heating Equipment Output" on Energy Worksheet; "Total Building Heating Load" on Wisccheck report)		
Living Area _____ Sq Ft		5. STORIES		8. USE		11. WATER		14. EST. BUILDING COST		
Garage _____ Sq Ft		<input type="checkbox"/> 1-Story <input type="checkbox"/> 2-Story <input type="checkbox"/> Other: <input type="checkbox"/> Plus Basement		<input type="checkbox"/> Seasonal <input type="checkbox"/> Permanent <input type="checkbox"/> Other:		<input type="checkbox"/> Municipal Utility <input type="checkbox"/> Private On-Site Well		\$ _____		
Deck _____ Sq Ft										
I agree to comply with all applicable codes, statutes and ordinances and with the conditions of this permit; understand that the issuance of the permit creates no legal liability, express or implied, on the state or municipality; and certify that all the above information is accurate. If I am an owner applying for an erosion control or construction permit, I have read the cautionary statement regarding contractor financial responsibility on the reverse side of the last ply. I expressly grant the building inspector, or the inspector's authorized agent, permission to enter the premises for which this permit is sought at all reasonable hours and for any proper purpose to inspect the work which is being done.										
APPLICANT'S SIGNATURE _____						DATE SIGNED _____				
APPROVAL CONDITIONS		This permit is issued pursuant to the following conditions. Failure to comply may result in suspension or revocation of this permit or other penalty. <input type="checkbox"/> See attached for conditions of approval.								
ISSUING JURISDICTION		<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City <input type="checkbox"/> State of:				Municipality Number of Dwelling Location _____ - _____				
FEES:		PERMIT(S) ISSUED		WIS PERMIT SEAL #		PERMIT ISSUED BY:				
Plan Review \$ _____		<input type="checkbox"/> Construction		_____		Name _____				
Inspection \$ _____		<input type="checkbox"/> HVAC				Date _____ Tel. _____				
Wis. Permit Seal \$ _____		<input type="checkbox"/> Electrical				Cert No. _____				
Other \$ _____		<input type="checkbox"/> Plumbing								
Total \$ _____		<input type="checkbox"/> Erosion								

(3) FEES. (a) Municipal fees. Fees shall be submitted to the municipality at the time the Wisconsin uniform building permit application for new construction is filed. The municipality shall, by ordinance, determine fees to cover expenses of plan examination, inspection and the issuance of the Wisconsin uniform building permit. The municipality shall collect and send to the department the fee for Wisconsin uniform building permits issued for new dwellings in accordance with s. Comm 2.34.

(b) Department fees. Where the department administers and enforces the code, the fees for plan examination, inspection, and the issuance of the Wisconsin uniform building permit, in accordance with s. Comm 2.34, shall be submitted to the department, or its authorized representative, at the time the Wisconsin uniform building permit application is filed.

(c) Soil erosion fees. Counties enforcing construction site erosion control provisions of the code shall collect and submit the fee for Wisconsin uniform building permits to the department.

Fees

Municipalities administering and enforcing the code may establish fees to cover expenses. The fees charged should allow for administration cost, plan review, inspections and Building Permit Seal. (Contact the State UDC Program for further information on setting inspection fees.)

Where the UDC is enforced, a Department of Commerce Building Permit Seal must be assigned to each new dwelling by the municipality and is ordered for \$25.00 from the state UDC Program using the UDC Material Order Form (SBD-8262 (R. 04/96)). A Building Permit Seal is only required with the INITIAL CONSTRUCTION PERMIT for a dwelling. Seals must be issued for both site-built and manufactured dwelling permits. Subsequent permits for additions and alterations do not require a seal. Seals are not assigned to site-built additions to mobile (manufactured) homes. Seals are not assigned to a single living unit contained in a commercial building or to the conversion of a nonresidential building to a new dwelling.

Counties enforcing the UDC erosion control provisions in municipalities without a UDC enforcement program shall purchase and assign a UDC permit seal for each new dwelling for which it issues a UDC building permit. A county should not assign a seal to a dwelling that is subject to a local municipal UDC program and that should have been assigned a seal by the local municipality.

Following is an example seal. (Seal Color is Orange)



(4) **SUBMISSION OF PLANS.** At least 2 sets of plans for all one- and 2-family dwellings shall be submitted to the department, or the municipality administering and enforcing this code, for examination and approval at the time the Wisconsin uniform building permit application is filed. A municipality exercising jurisdiction may require a third set of plans at its option.

(a) **Required building plans.** The required building plans shall be legible and drawn to scale or dimensioned and shall include the following:

Required Building Plans

The agency approving the plans has the right to request additional information to clarify drawings and data necessary to ensure that the building shall comply with the Uniform Dwelling Code when built. It should be remembered that it is much easier to correct a design on paper than when it is built.

Although manufactured dwellings will have their plans approved by the department, the plans for any on-site construction are submitted to the enforcing municipality along with the Building Permit Application. A UDC Seal is assigned to the on-site work just as for any new dwelling.

Following are checklists for plan submittals for both site-built and manufactured dwellings. Also following is a cross-sectional drawing showing major code items.

The use of each room shall be shown to allow proper review for light, ventilation, exiting and other requirements.

1. Plot plan. a. The plot plan shall show the location of the dwelling and any other buildings, wells, surface waters and disposal systems on the site with respect to property lines. The location of the non-tracking access roadway, as required under s. Comm 21.125 (1) (c), shall be shown. For sites greater than 5 acres, the plot plan shall indicate the area of land-disturbing activity within the site.

b. The plot plan shall show the direction of all slopes on the site. Sectors within the area of land disturbing activity shall be designated and labeled on the plot plan in the appropriate slope category: less than 12% slope; 12% to 20% slope; and greater than 20% slope. The plot plan shall indicate initial erosion control measures as specified in s. Comm 21.125 based on slopes existing immediately prior to building construction.

Note: A 12% slope equals 6.8 degrees from the horizontal and has a rise to run ratio of 3 to 25.

Note: A 20% slope equals 11.3 degrees from the horizontal and has a rise to run ratio of 1 to 5.

Note: See Appendix for examples of plot plans indicating erosion control measures.

2. Floor plans. Floor plans shall be provided for each floor. The size and location of all rooms, doors, windows, structural features, exit passageways and stairs shall be indicated. The use of each room shall be indicated. The location of plumbing fixtures, chimneys, and heating and cooling appliances, and, when requested, a heating distribution layout shall be included.

3. Elevations. The elevations shall contain information on the exterior appearance of the building, indicate the location, size and configuration of doors, windows, roof, chimneys, exterior grade, footings and foundation walls, and include the type of exterior materials.

(b) Data required. All required plans submitted for approval shall be accompanied by sufficient data, calculations and information to determine if the dwelling will meet the requirements of this code. The data and information for determining compliance with the energy conservation standards shall be submitted on forms provided by the department or other approved forms. Except as required under s. Comm 21.33, a municipality exercising jurisdiction may not require plans or calculations to be stamped by an architect or engineer.

Architect- or Engineer-Stamped Plans

This section details the procedures for obtaining a Uniform Building Permit, including plan submission requirements. This section allows municipalities to require engineered plans and calculations but prohibits a municipality or the department to require such plans or calculations to be prepared or stamped by a registered architect, engineer or designer.

It is agreed that some plans may be difficult to review by inspectors due to complicated structural framing or other innovative design concepts. The inspector has the option under s. Comm 20.09(4)(b) to request sufficient data and information to determine if the dwelling will meet the requirements of the code. The authority to request such information does not include authority to require that the plans be "stamped" by a registered professional architect, engineer, or designer. However, the inspector should require that the plans or calculations clearly indicate they were prepared for the dwelling in question. The inspector should also require that preparers identify themselves and date the plans and/or calculations.

If the inspector does not feel qualified to review innovative or structurally complex designs, the inspector can forward the plans and calculations to the Department of Commerce for review and approval. The department will charge a fee for such a review per s. Comm 69.21(3)(a). Since the Department of Commerce would perform this service for the municipality, the municipality would be billed for the review. It is expected that the municipality will collect this fee from the owner and forward it to the state in satisfaction of the billing prior to issuing the permit.

Per s. Comm 2.34(2)(a), the plan review fee shall be assessed and computed on the basis of \$60.00 per hour or \$120.00 per plan, whichever is greater

Building Permit Checklist - Site-Built Homes

This is a checklist for submitting drawings and information when making application for a Wisconsin Uniform Building Permit for a site-built home.

Drawings must be legible and drawn to scale or dimensioned and include:

1. *A plot plan showing the location of the dwelling and any other buildings, wells and disposal systems on the property with respect to property lines. For rural areas, include directions for locating dwelling.*

2. *Floor plan which shows:*

The size and locations of:

- 1) *Rooms;*
- 2) *Doors;*
- 3) *Windows;*
- 4) *Room use;*
- 5) *Structural features - size, species and grade of lumber or other structural material for joists, beams, rafters, trusses, headers, studs, and columns; strength, thickness, and reinforcement (if any) of concrete for footings, foundations, floors and any other concrete work; height and thickness of concrete and/or masonry construction;*
- 6) *Exit passageways (hallways) and stairs (including all stair dimensions - riser height, tread width, stair width, headroom and handrail heights);*
- 7) *Plumbing fixtures (bathroom, kitchen, etc.) - lavatory, water closet, water heater, softener, etc.;*
- 8) *Chimney(s) - include also the type of construction (masonry or factory built) and rating, if metal;*
- 9) *Heating equipment;*
- 10) *Cooling equipment (central air conditioning, if provided);*
- 11) *Attic and crawl space access; and*
- 12) *Fire separation between dwelling and garage.*

3. *Elevation drawings which show:*

- A. *Information on exterior appearance; and*
- B. *Indicate the location, size and configuration of doors, windows, roof, chimneys and exterior grade level.*

4. *Cross-sectional drawing which shows:*

- A. *Exterior grade level;*
 - B. *Footing and foundation wall sizes, drain tile system and types of materials;*
 - C. *Exterior wall construction identifying materials used (including insulation and vapor barrier);*
 - D. *Roof construction identifying materials used and spans (including insulation and vapor barrier); and*
 - E. *Floor construction identifying materials used and spans (including insulation, if used).*
5. *Any additional information to help determine compliance with the code, such as: (Optional at inspector's request.)*
- A. *Location of electrical outlets, lights, switches, main distribution panel and smoke detectors;*
 - B. *Manufacturer's name, model number, and input/output rating of heating appliance(s). Also include cooling appliance if central air is installed;*
 - C. *Size and location of ventilation openings for attics and crawlspaces (can be shown on floor plans or elevation plans);*
 - D. *Location of any exhaust fans to be installed;*
 - E. *Plumbing isometric plan; or*
 - F. *Licensed plumber's license number.*
6. *One Department of Commerce-approved Energy Worksheet, filled out completely, must be submitted.*

Building Permit Checklist - Site-Work for Manufactured Dwellings

This is a checklist for submitting drawings and information when making application for a Wisconsin Uniform Building Permit for the site work for a manufactured dwelling.

Drawings must be legible and drawn to scale or dimensioned and include:

- 1. *A plot plan showing the location of the dwelling and any other buildings, wells and disposal systems on the property with respect to property lines. For rural areas, include directions for locating dwelling.*

- A. *As of December 1, 1992, plot plans also require erosion control procedures to be identified on the plot plan as well as the slope categories as indicated in Comm 20.09 (4)(a) 1.b.*

2. *Floor Plans:*

- A. *General floor plans of manufactured dwelling indicating size and model number.*

- B. *Footing and foundation (basement) plan showing the size and locations of:*

- 1) *Rooms;*
- 2) *Doors;*
- 3) *Windows;*
- 4) *Room use;*
- 5) *Structural features - size, species and grade of lumber or other structural material for beams, headers, studs, and columns; strength, thickness, and reinforcement (if any) of concrete for footings, foundations, floors and any other concrete work; height and thickness of concrete and/or masonry construction;*
- 6) *Exit passageways (hallways) and stairs (including all stair dimensions - riser height, tread width, stair width, headroom and handrail heights);*
- 7) *Plumbing fixtures (if any, such as laundry trays, lavatory, water closet, water heater, softener, floor drains, etc.);*
- 8) *Chimney(s) - include also the type of construction (masonry or factory built) and rating, if metal;*
- 9) *Heating equipment;*
- 10) *Cooling equipment (central air conditioning, if provided);*
- 11) *Crawlspace access; and*
- 12) *Fire separation between dwelling and garage.*

- C. *Floor plans and construction drawings for site-built additions to the manufactured dwelling, such as:*

- 1) *Attached garages, porches, decks, etc.; or*
- 2) *Drawings or description of construction to be completed at the site for the manufactured dwelling, such as finishing drywall, siding, kitchen cabinets, etc.*

3. *Elevation drawings which show:*

- A. *Information on exterior appearance; and*

- B. Indicate the location of doors, windows, chimneys and exterior grade level, as they relate to the site-built portion of the dwelling.*
- 4. Cross-sectional drawing which shows:*
 - A. Exterior grade level; and*
 - B. Footing and foundation wall sizes, drain tile system and types of materials;*
 - C. Exterior wall construction identifying materials used (including insulation and vapor barrier);*
 - D. Anchorage of manufactured dwelling to foundation, beams, walls, etc.; and*
 - E. Amount and type of any field-installed insulation.*
- 5. Any additional information to help determine compliance with the code, such as: (Optional by inspector's request.)*
 - A. Location of electrical appliances, outlets, lights, switches, main distribution panel;*
 - B. Manufacturer's name, model number, and input/output rating of heating appliance(s). Also include cooling appliance if central air is installed;*
 - C. Size and location of ventilation openings for crawlspaces (can be shown on floor plans or elevation plans);*
 - D. Location of utilities, such as sewer, water, gas and electric;*
 - E. Plumbing isometric plan;*
 - F. Licensed plumber's license number for site work; or*
 - G. Number of the "Wisconsin Insignia" which should be affixed to any Department of Commerce-approved manufactured dwelling.*
- 6. One Department of Commerce-approved Energy Worksheet, filled out completely, must be submitted.*

NOTE: With proper detailing of building dimensions, material types, spans, sizes, spacing, F_b , properties, etc., and strikeouts of non-applicable details, this cross section would provide an acceptable plan drawing. With the local inspection authority's permission, this drawing may be detailed by a designer and submitted as part of a plan package for plan review. (F_b - Fiber bending stress of selected lumber. Alternatively, grade and species information may be noted.)

OWNER: _____
PROJ. LOC: _____
DATE: _____
DESIGNER: _____

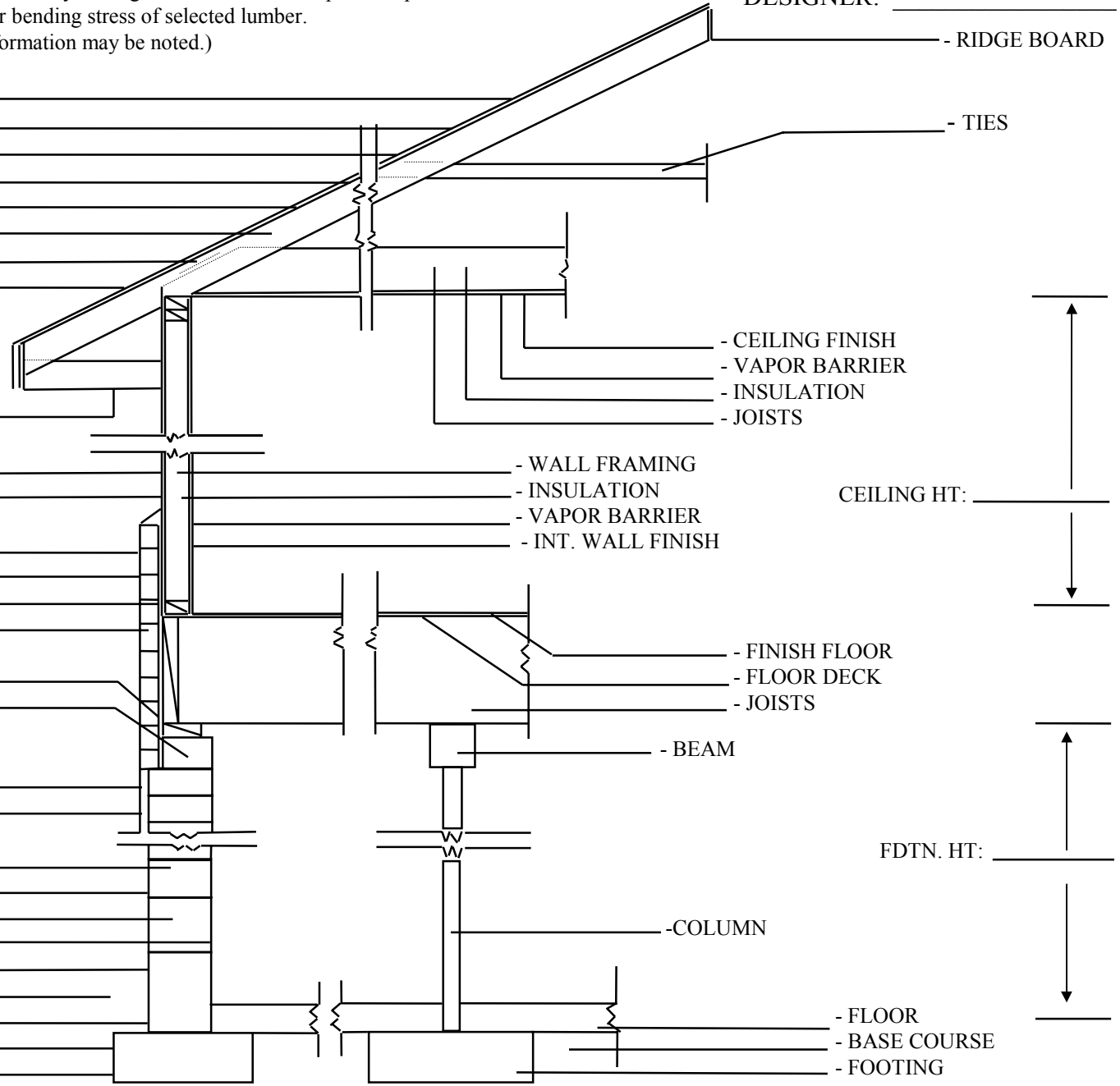
VENTING: _____
ROOF SLOPE: _____
ROOFING: _____
UNDERLAYMENT: _____
DECKING: _____
RAFTERS/TRUSSES: _____
AIR CHUTES: _____
EAVE PROT: _____

VENTING: _____
EXT. COVERING: _____
EXT. SHEATHING: _____
MAS. VENEER: _____
AIR SPACE: _____
ANCHORAGE: _____
FELT/FLASHING: _____

SILL PLATE: _____
TOP COURSE: _____
GRADE: _____

FDTN. INSUL: _____
INSUL. PROT: _____

FDTN. TYPE: _____
FDTN. THICKNESS : _____
REINFORCEMENT: _____
PILASTERS: _____
DAMPROOFING: _____
BACKFILL: _____
DRAIN TILES: _____
BLEEDERS: _____
FOOTING: _____



(c) Master plans. Where a dwelling is intended to be identically and repetitively constructed at different locations, a master plan may be submitted for approval. The plans shall include floor plans, elevations and data as required in par. (a) 2. and 3. If the plans conform to the provisions of the code, an approval and a master plan number shall be issued. The number issued may be used in lieu of submitting building plans for each location. A plot plan shall be submitted for each location at the time of application for the Wisconsin uniform building permit.

(5) APPROVAL OF PLANS AND ISSUANCE OF PERMITS. (a) Plan approval. If the department, or the municipality administering and enforcing the code, determines that the plans, including the plans indicating the erosion control procedures as specified in sub. (4), submitted for a one- or 2-family dwelling substantially conform to the provisions of this code and other legal requirements, an approval shall be issued. The plans shall be stamped "conditionally approved" by a certified inspector or certified independent inspection agency. One copy shall be returned to the applicant; one copy shall be retained by the department or the municipality administering and enforcing the code. The conditions of approval shall be indicated by a letter or on the permit. All conditions of the approval shall be met during construction.

Approval of Plans and Issuance of Permits

Please note that per this section, plans must be reviewed and approved by a Department of Commerce-certified inspector. Applications are available from the Credentialing Unit with instructions on becoming certified.

"Substantial conformance" of the plans to the code is a determination to be made by the plan examiner. If the noncode-complying items found can be corrected without major structural or design revision, the plans may be stamped "Conditionally Approved." Any noted conditions that must be met in order for the building to comply must be indicated in writing on either the Permit Application or by letter to the permit applicant.

Should the plan examiner (or inspector) miss any items that do not comply with the code at the time of permit issuance, the owner must correct the omitted item if the noncompliance is discovered at a later date.

The Wisconsin Uniform Building Permit card is issued only after the plans have been approved. The information contained on the building permit card is obtained from the application. The Wisconsin Building Permit Seal is affixed or its number recorded on the permit card at this time. The number is also recorded or affixed on the application form. Only one permit seal is ever assigned for a dwelling despite any subsequent additions or alterations. A permit seal is issued regardless if it is a site-built or premanufactured dwelling.

Sanitary Permits

Question: Does the UDC require that a sanitary permit or other documentation be issued for homes in unsewered areas prior to issuing a uniform building permit for construction, alterations or additions?

Answer: The UDC itself does not require a sanitary permit as a precondition to a building permit. However s. 66.036 Wis. Stats., and other plumbing statutes would supersede the UDC in this matter. Section 66.036, Stats., prohibits issuance of building permits (including permits to start) by counties, cities, towns or villages for structures requiring connection to a private sewage treatment and disposal system unless such system satisfies all applicable requirements and all necessary permits for such systems have been obtained. A concern here is the determination of whether an existing septic system "satisfies all applicable requirements" of the codes. Typically, the county sanitary inspector would be the person to contact for such a determination. The system's capacity, operating condition and the maintenance of the required setbacks are considered by the county inspector.

Related to this question is the need to get proper zoning or floodplain authorization for a dwelling. This would typically come from the local municipality and sometimes the county, especially in smaller municipalities. Also, some counties require well permits to be obtained prior to drilling.

Department of Commerce Plan Review

PROCEDURE TO BE USED WHEN THE DEPARTMENT OF COMMERCE PERFORMS PLAN REVIEW FOR MUNICIPALITIES WHICH HAVE ADOPTED THE UDC

Some municipalities have been referring builders and owners directly to the Department of Commerce for plan reviews of innovative dwellings such as geodesic domes, underground dwellings and other nonconventional structures.

The department recognizes that review of these dwelling plans may require expertise beyond that of the local certified building inspector. Therefore, a local inspector may not be comfortable in approving plans for innovative dwellings. If so, he/she may use the following procedure:

- 1. The municipal inspector should inform the builder of the difficult nature of the plans and that he/she intends to forward the plans to the Department of Commerce for review. The builder should also be informed that this review will require additional fees beyond the normal local plan review fee, payable to Department of Commerce.*
- 2. The inspector (not the builder or owner) should send the permit application, complete plans and calculations, etc., to the department (Uniform Dwelling Code Unit) for approval or disapproval of the dwelling plans.*

3. *Per s. Comm 2.34(2)(a), the department assesses a plan review fee computed on the basis of \$60.00 per hour or \$120.00 per plan whichever is greater. This fee will be billed to the municipality since the Department of Commerce is performing the review for the local municipal inspector.*
4. *The UDC unit will review the submitted information for code compliance, make any notations of conditions of approval and return them with a fee invoice to the local building inspector. She/he then can issue a building permit, if appropriate, and conduct the necessary inspections. The local inspector shall collect the review fee from the builder, before the permit is issued, and forward the review fee to the Department of Commerce with the invoice return receipt.*

This procedure is necessary to ensure that all parties are kept informed. This also eliminates any possibility of a builder or owner using the department against a local inspector and vice-versa. This procedure shall apply in such situations whether the entire plan or only a component, such as structural, is submitted for review and approval. The department's position is to provide technical assistance to the local inspector when requested by the municipality having jurisdiction.

(b) Issuance of permits. 1. Uniform building permit. a. The Wisconsin uniform building permit shall be issued if the requirements for filing and fees are satisfied and the plans have been conditionally approved.

b. Pursuant to s. 101.65 (1m), Stats., a Wisconsin uniform building permit may not be issued to a person unless the person holds a credential issued by the department as a dwelling contractor financial responsibility registration under s. Comm 5.31, except as provided under s. 101.654 (1)(b), Stats.

Note: Section 101.654 (1)(b), Stats., exempts an owner of a dwelling who resides or will reside in the dwelling and who applies for a building permit to perform work on the dwelling from obtaining a dwelling contractor financial responsibility registration.

c. The permit shall expire 24 months after issuance if the dwelling exterior has not been completed.

d. The municipality issuing the Wisconsin uniform building permit shall send a copy of the application to the department.

Expiration of Permit

Question: *The code requires that a permit shall expire 24 months after issuance if the exterior is not completed. What happens in the case where the dwelling exterior has been completed within 24 months but construction may continue for several years or more before the building interior is completed?*

Answer: *The 24-month period before the permit expires was set up so that there was a time limit on how long a permit was valid for building a dwelling's shell. Otherwise, s. Comm 20.04 merely requires that a completed or uncompleted dwelling conform to the code in effect at the time the permit is issued. In this case, the interior may continue to be completed under the code in effect at permit date. If alterations to the original plan approval occur, revised plans shall be submitted and reviewed under the current code. Occupancy may not be allowed if health or safety violations exist per s. Comm 20.10(1)(b)4a. & b..*

Inspectors or other local officials may be able to invoke the raze and remove orders of s. 66.0413, Wis. Stats., in cases where a dwelling is a public hazard because construction has started and then ceased for more than two (2) years.

2. Permit to start construction of footings and foundation. Construction may begin on footings and foundations prior to the issuance of the Wisconsin uniform building permit where a permit to start construction is obtained. Upon submittal of the application for a permit to start construction, a plot plan as specified in sub. (4) (a) 1, complete footing and foundation information including exterior grading, and a fee, the department or the municipality enforcing this code may issue a permit to start construction of the footings and foundation. The issuance of a permit to start construction shall not influence the approval or denial of the Wisconsin uniform building permit application.

3. Pursuant to s. 145.195, Stats., if the proposed construction requires connection to a private onsite wastewater treatment system, a Wisconsin uniform building permit may not be issued unless conformance with s. Comm 83.25 (2) has first been determined.

Note: See appendix for a reprint of s. Comm 83.25 (2).

Permit to Start Construction of Footings and Foundation

If an application wishes to start construction of only the footings and foundations of a dwelling before the plans have been reviewed and approved, a Permit to Start Construction (Form SBDB-6072) may be issued. This permit allows construction to begin on the footing and foundation and erosion controls only. The applicant agrees to make any changes that may be required as a condition of plan approval while maintaining erosion control measures.

Subsequent nonfoundation work may not proceed until the building permit is issued.

(c) Posting of permit. The Wisconsin uniform building permit shall be posted in a conspicuous place at the dwelling site.

Note: Section 101.63 (7), Stats., requires the name and license number of the master plumber to be identified on the Wisconsin uniform building permit card.

(6) **DISAPPROVAL OF PLANS AND DENIAL OF PERMITS.** If the department, or the municipality administering and enforcing the code, determines that the Wisconsin uniform building permit application or the plans, including the plans indicating the erosion control procedures as specified in sub. (4), do not substantially conform to the provisions of this code or other legal requirements are not met, approval shall be denied.

(a) Denial of application. A copy of the "denied" application, accompanied by a written statement specifying the reasons for denial, shall be sent to the applicant and to the owner as specified on the Wisconsin uniform building permit application.

(b) Stamping of plans. Plans which do not substantially conform to the provisions of the code shall be stamped "not approved." One copy shall be returned to the person applying for the Wisconsin uniform building permit; one copy shall be retained by the department or the municipality administering and enforcing the code.

(c) Appeals. The applicant may appeal a denial of the application in accordance with the procedure outlined in s. Comm 20.21.

Disapproval of Plans and Denial of Permits

Plans submitted may be stamped "Not Approved" if the plans do not substantially conform to the code requirements. When plans are "Not Approved," the applicant and the owner must be notified in writing of the reasons. The written notice shall give specific reasons (code violations cited) for the denial.

(7) **ACTION TO APPROVE OR DENY.** Action to approve or deny a uniform building permit application shall be completed within 10 business days of receipt of all forms, fees, plans and documents required to process the application, and completion of other local prerequisite permitting requirements.

Action to Approve or Deny

The plan examiner must notify the applicant in writing within ten (10) business days that the plans have been:

- 1. Conditionally approved*
- 2. Approval withheld pending receipt of additional information. In this case, the code required time period to take action to approve or deny begins anew.*
- 3. Not approved.*
- 4. Sent to Department of Commerce for review.*

If plan approval is being withheld pending additional information, the applicant must be informed in writing what the additional information required is.

The department strongly encourages municipalities to adopt a one-stop permit program for UDC requirements, as well as non-UDC requirements, so as to minimize the regulatory burden on permit applicants. This is not always possible due to staffing arrangement or delegation of erosion control authority to the county. However, the ten-day turnaround limit would apply at each submittal location after the necessary information has been submitted.

Comm 20.10 Inspections.

All inspections, for the purpose of administering and enforcing this code, shall be performed by a certified inspector or certified independent inspection agency.

(1) **REQUIRED INSPECTIONS.** Inspections shall be conducted by the department or the municipality administering and enforcing this code to ascertain whether or not the construction or installations conform to the conditionally approved plans, the Wisconsin uniform building permit application and the provisions of this code and shall notify the permit holder and the owner of any violations to be corrected.

(a) **Inspection notice.** The applicant or an authorized representative shall, in writing or orally, request inspections of the department or the municipality administering and enforcing this code. The department, or the municipality administering and enforcing this code, shall perform the requested inspection within 2 business days after notification, except the final inspection. Construction shall not proceed beyond the point of inspection until the inspection has been completed. Construction may proceed if the inspection has not taken place within 2 business days of the notification, except if otherwise agreed between the applicant and the department or the municipality administering and enforcing the code.

(b) **Inspection types.** The following sequence of inspections shall be performed for the purpose of determining if the work complies with this code:

1. **Footing and foundation inspection.** The excavation shall be inspected after the placement of forms, shoring and reinforcement, where required, and prior to the placement of footing materials. Where below-grade drain tiles, waterproofing or exterior insulation is required, the foundation shall be inspected prior to backfilling.

2. **Rough inspection.** A rough inspection shall be performed for each inspection category listed in subpars. a. through e. after the rough work is constructed but before it is concealed. All categories of work for rough inspections may be completed before the notice for inspection is provided. The applicant may request one rough inspection or individual rough inspections. A separate fee may be charged for each individual inspection.

a. General construction, including framing.

b. Rough electrical.

- c. Rough plumbing.
- d. Rough heating, ventilating and air conditioning.
- e. Basement drain tiles.

3. Insulation inspection. An inspection shall be made of the insulation and vapor retarder after they are installed but before they are concealed.

4. Final inspection. a. Except as provided under subd. 4. b., the dwelling may not be occupied until a final inspection has been made that finds no critical violations of this code that could reasonably be expected to affect the health or safety of a person using the dwelling.

b. Occupancy may proceed in accordance with local ordinances if the inspection has not been completed within 5 business days after notification or as otherwise agreed between the applicant and the department or municipality.

5. Erosion control inspection. Erosion control inspections shall be performed concurrently with all other required construction inspections. Additional inspections for erosion control may be performed by the delegated authority.

(c) Notice of compliance or noncompliance. 1. General. Notice of compliance or noncompliance with this code shall be written on the building permit and posted at the job site. Upon finding of noncompliance, the department or the municipality enforcing this code shall notify the applicant of record and the owner, in writing, of the violations to be corrected. Except as specified in subd. 2, the department or municipality shall order all cited violations corrected within 30 days after written notification, unless an extension of time is granted under s. Comm 20.21.

2. Soil erosion control requirements. a. The department or municipality shall order all cited violations of erosion control requirements under s. Comm 21.125 (1) (a) to (c) and (e) to (f) corrected within 72 hours after notification and may issue a special order directing an immediate cessation of work for failure to comply with the corrective order. Work may continue when the conditions of the cessation orders have been met.

Note: The sediment cleanup requirements of s. Comm 21.125 (1) (d) have different time limits and are unaffected by the 72-hour notice provision.

b. If written notification is delivered in person, the 72-hour compliance period shall begin at the time of delivery. If faxed or sent through the mail, the compliance period shall begin at the time the notification was received by the applicant of record.

c. If verbal notification, in person or by telephone, is given prior to delivery of written notification, the 72-hour notification shall begin at the time of verbal notification. The written

notification shall then be delivered, in person or via mail or fax, to the applicant of record at their business address and shall include the date and time of verbal notification.

Inspections

State statute 101.66 and the Uniform Dwelling Code s. Comm 20.10, require that any inspections made for the purpose of administering and enforcing the Uniform Dwelling Code shall be performed by persons certified by the Department of Commerce. If a builder or designer suspects that an inspector(s) is not properly certified in one or more UDC categories of construction, HVAC, electrical or plumbing, you may request to see their certification card. The State UDC Program will also investigate such cases upon written complaint.

The reference in this section to certified inspection agency refers to an independent agency that has been retained by a municipality to enforce the UDC.

It should be remembered that municipalities can jointly exercise jurisdiction through the use of an independent inspection agency or by coordinating their inspectors. For example, Municipality "A" may contract with Municipality "B" for electrical inspections; and Municipality "B" may contract with Municipality "A" for heating inspections. Municipality "A" and "B" may also have arrangements for inspectors to cover for each other when on leave. This flexibility also makes it easier for municipalities to administer and enforce the code by allowing them to utilize many inspectors rather than only one inspector certified in every category. Although it may be to the municipalities' advantage to encourage inspectors to become certified in as many categories as possible, it is not always easy to find such persons.

By state Attorney General's opinion, the Department of Commerce is not liable for actions by inspectors it certifies.

On-Site Inspections of Manufactured Dwellings

The inspections shall follow the same procedure as the stick-built home. There shall be an inspection of the excavation, footing, foundation, below and above grade foundation insulation, and a final inspection. All of the rough inspections on the home itself will be made by certified inspectors in the plant. The municipality or agency performing on-site inspections will be responsible for inspecting the electrical, plumbing, structural and insulation systems installed at the site.

Although in-plant plumbing work may be done by nonlicensed workers under a Wisconsin Plumbing Products Approval, any on-site work and performance testing must be done by a Wisconsin-licensed plumber.

Inspections

This section of the code provides that where municipalities elect to administer and enforce this code, they must do so by ascertaining whether or not the construction conforms to the approved